

CM/ECF User's Guide Part 1 US Bankruptcy Court, Southern District of Iowa	Chapter Document Preparation
	Section Style Guide – Add Parties

When adding new parties to the CM/ECF System, the names and addresses must conform to the criteria listed below.

REFERENCES: Chapter: Document Preparation, Section: Attorney Style Guide - Search for Parties.

1. Search the CM/ECF System for the party to add BEFORE adding any party to a case. .
2. Use upper and lower case for all names and capitalize the first letter in a proper noun. Use single spacing between all names.

Correct Style:

Wallace D Smith
United Services Fidelity and Guaranty

3. Do not use punctuation between initials and names.

Correct Style:

J J Jones
Smith Inc
C W Bradford Ltd

4. When typing names with upper and lower case letters or hyphens, do not insert spaces.

Correct Style:

Patricia DeLaGarza
Patrick MacDougal
Kathleen O'Brien
Mary Smith-Baker

5. If the party does not have a middle name, leave that field blank. Do not enter NMI (no middle initial.)

Correct Style:

Last Name: Martin

Middle Name:

First Name: Robert

6. If a party has multiple names such as Robert John Kennedy Martin, add the extra names in the Middle Name box.

Correct Style:

Last Name: Martin

Middle Name: John Kennedy

First Name: Robert

7. Enter the entire business name in the Last Name box. Do not use the First Name box or the Middle Name box.

Correct Style:

Last Name: Jones Body Shop

Middle Name:

First Name:

8. Do not use the ampersand sign for “and” unless it is part of the company name on the document.

Correct Style:

B & D Company

Cameron & Associates

9. Avoid abbreviations unless it is part of a company name on the document.

Correct Style:	Not
Ford Motor Credit	Ford Motor Co
First Federal Association	1 st Federal Assoc

10. Enter US and USA without any spaces or punctuation.

US Attorney Office (DOE)
US Attorney Office (DOL)
US Attorney Office (FSA)
US Attorney Office (HHS)
US Attorney Office (HUD)
US Attorney Office (SBA)
US Attorney Office (USDA)
US Attorney Office (USDA/RD)
US Dept of Agriculture/Rural Development
US Dept of Agriculture/Office of General Counsel
US Dept of Education
US Dept of Housing and Urban Development (Regional
Counsel)
US Dept of Health and Human Services (Office of General
Counsel)
US Dept of Health and Human Services (Social Security
Administration)
US Dept of Labor (Office of Solicitor)
US Dept of Veteran Affairs
US Environmental Protection Agency
US Farm Service Agency
US Internal Revenue Service (Associate Area Counsel)
US Internal Revenue Service (Insolvency Group)
US Small Business Administration
US Trustee

Iowa Dept of Revenue and Finance
Iowa State FSA Office

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